

AESDirect

User Guide



**The complete guide to file Electronic Export
Information to the Automated Export System**

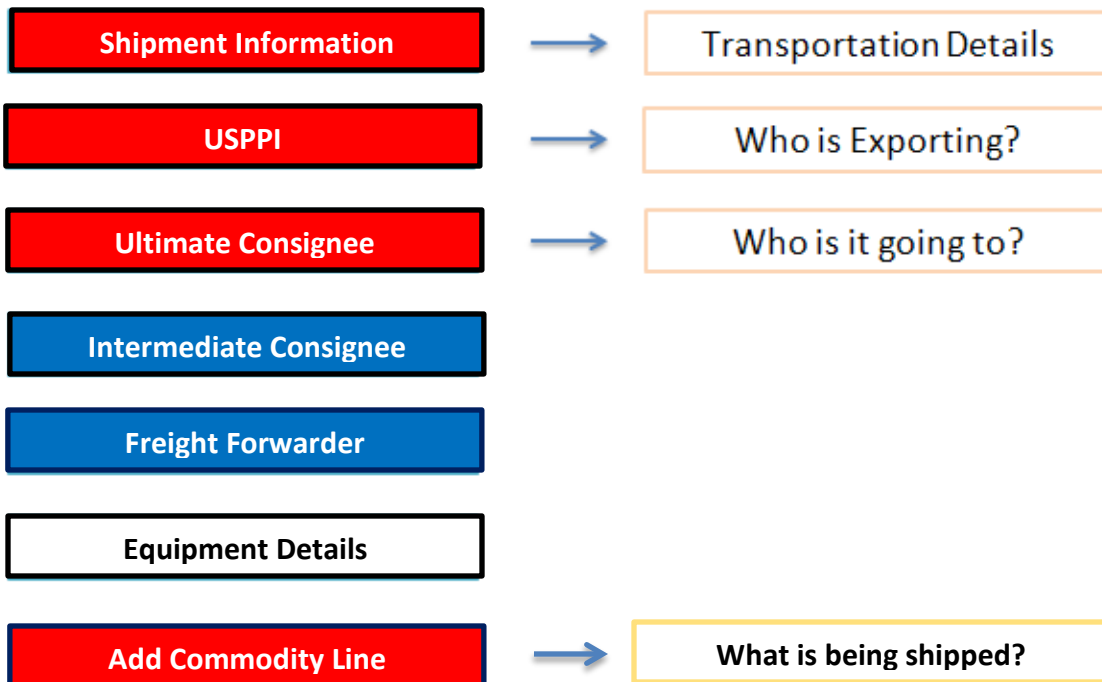
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General Information on Shipments

Before learning to file Electronic Export Information (EEI) using *AESDirect*, here is some general information regarding EEI. We will refer to EEI as “Shipments” from this point forward.

Sections in each shipment



Shipment Information

Contains general shipment information and carrier details. (**Required** for all shipments.)

USPPI

Contains information about the USPPI, the person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction. (**Required** for all shipments.)

Ultimate Consignee

Contains information about the person/entity receiving the shipment abroad. The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. (**Required** for all shipments.)

Intermediate Consignee

Contains information about the intermediate consignee (if applicable). (**Conditional** based on how the shipment is delivered to the Ultimate Consignee.)

Freight Forwarder

Contains information about the agent authorized to file on behalf of the USPPI or FPPI. (**Conditional** based on the party filing the shipment.)

Equipment Details

Seal number and equipment number. (**Optional** for all shipments.)

Add Commodity Line

Contains commodity information. (At least one line item is **required** for all shipments.)

Special Shipments

Routed export transactions - transactions where the Foreign Principal Party in Interest (FPPI) authorizes a U.S. agent to facilitate export of items from the United States on its behalf and also prepare and file the shipment.

Shipments to Puerto Rico – The following is required:

- List a port of unloading
- Addresses should be listed with:
 - City – List municipality in Puerto Rico
 - State – Indicate Puerto Rico (PR)
 - Country – Indicate United States (U.S.)
 - Postal Code – Indicate a valid postal code in Puerto Rico

Transshipments through Mexico, Canada or another foreign country, the mode of transportation is the mode of the carrier transporting the goods out of the United States.

Sold en Route – If the Ultimate Consignee is unknown at the time of export because your cargo will be sold while at sea, click the **Sold En Route** box. If selected, you must update all consignee information within **four** calendar days of export. Information should be stated as:

- **Ultimate Consignee Name:** Sold En Route
- **Address 1:** SEA
- **City:** City of First Port of Call
- **Country:** Country of First Port of Call



Mail - If the carrier is the United States Postal Service (USPS), select “Mail” as the mode of transportation. Leave the Carrier SCAC/IATA and Conveyance Name fields blank.

Parties Involved in an Export Transaction

Definitions of Parties in the AES

- **U.S. Principal Party in Interest (USPPI)**
The USPPI is the person or entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction.
- **Foreign Principal Party in Interest (FPPI)**
The party shown on the document to whom final delivery or end-use of the goods will be made. This may be the ultimate consignee.
- **Ultimate Consignee**
The ultimate consignee is the person, party or designee that is located abroad and actually receives the export shipment. This may be the end-user or FPPI.
- **Intermediate Consignee**
The intermediate consignee is the person or entity in the foreign country that acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the ultimate consignee.
- **Freight Forwarder – Authorized Agent**
The person in the United States who is authorized by the principal party in interest to facilitate the movement of the cargo from the United States to the foreign destination and/or prepare and file the required documentation.

Account Types

AESDirect has three different account types. For a comprehensive list of responsibilities, see the [Account Administrator User Guide](#)

Account Administrator Role (one for each company)

Inform others within company - Legal manager of the account. If changes need to be made to the account, formal communication must be established with AESDirect Technical Support. Only the registered Account Administrator is authorized to sign paper documents and request account changes.

Create and manage User Managers - Creates usernames for each filer in the company. Two of these accounts can be designated as User Managers to help manage user accounts created for the company.

User Manager Role (two for each company)

It's very similar role to that of the Account Administrator: A User Manager can create new user accounts, manage company access to AESPcLink and reset passwords. Unlike Account Administrators, User Managers cannot act legally on behalf of the account or make any changes to the Account Profile.

User Role

Responsible for the day-to-day filing of shipments. Some Users can be limited to just viewing historical filing data.

All Users can reset **forgotten** or **expired** passwords by using the "**Forgot your password?**" link on the Login Screen. Any users with locked out or disabled accounts must contact their Account Administrator.



Getting Started with AESDirect

AESDirect Interface

Navigation

- To enter information, use the white box in the upper left hand corner; highlight the section and click **Edit Section**.
- Scroll to the bottom of each page to fill out all required fields.
- To return to the Shipment Viewer, click **View EEI**.
- To delete a section, click **Clear Section**.
- AESDirect does not save shipments that have not been submitted. Closing the browser session or clicking on the “back” icon will delete entries.



Colors and Symbols

- **RED 'diamond'** indicates a mandatory field (Required)
- **BLUE 'square'** indicates a conditional field (May be required)
- **BLACK 'circle'** indicates an optional field (Not required)

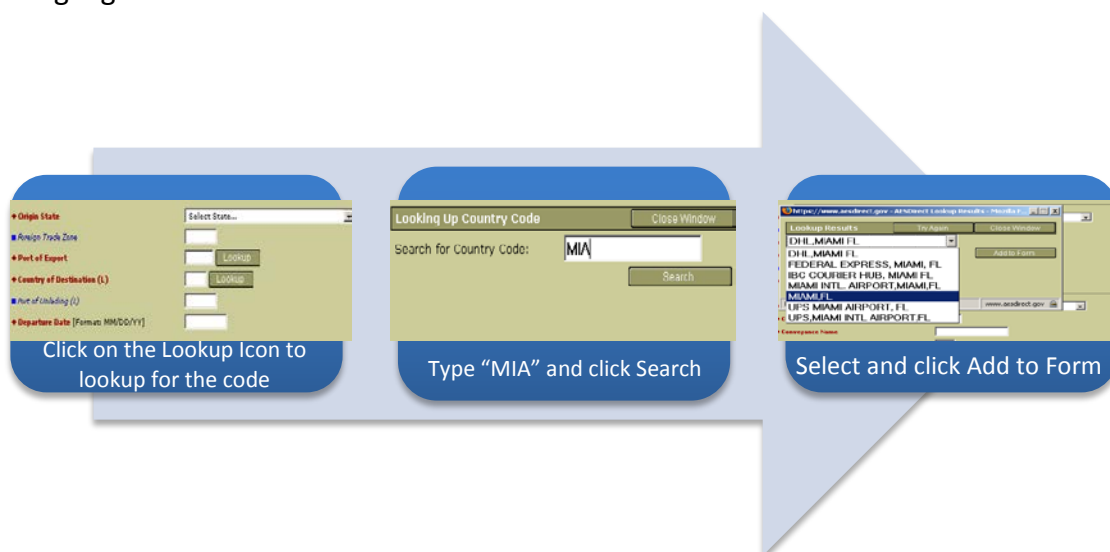
Help

Available in the upper right corner of each section to determine what is needed for each field and when fields are required.

Lookup Search Icon

Searches for codes required in fields marked with an “(L)” next to it. To use the search:

1. Click on the Lookup icon.
2. Enter at least three characters then click **Search**.
3. Highlight the desired item and click **Add to Form**.



Example for Port of Export Lookup

Getting Started

Login

1. Go to aesdirect.census.gov. On the left hand column, under “Log In”, click **AESDirect** or look under “Already Registered?” in the center of the page, click **Log In**.
2. Enter Username and Password; click **Continue**.
3. The next screen provides a password expiration counter and lists the Account Administrator and User Managers for the company account; click **Continue**.



Main Menu

Account Summary

Located on the left side of the Main Menu - provides detail of the company account including a password expiration counter, the company name, filer ID, Account Administrator and User Managers.

Shipments

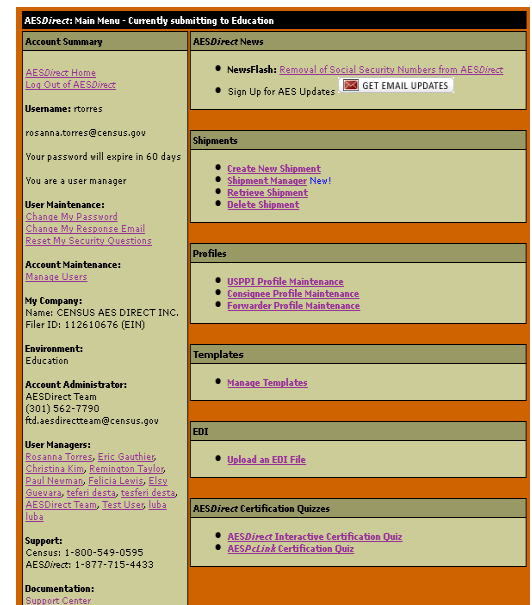
Options to create, retrieve, delete shipments and access the Shipment Manager.

Profiles

Use to save information of frequently used party information. All company profiles are stored under each account and loaded directly for different shipments. See “Profiles” section for more details.

Template Manager

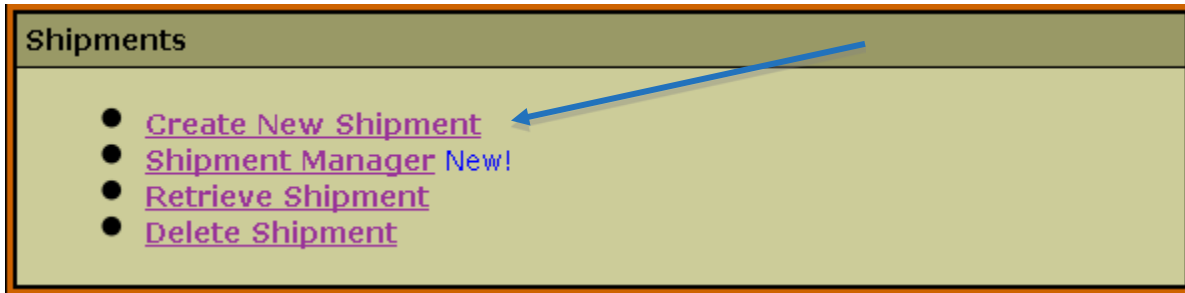
Enables you to save information for frequent shipments. You can store and share up to 100 templates for each company. See “Template Manager” section.



Main Menu

Create A Shipment

On the Main Menu, under “Shipments,” click **Create New Shipment**.



Shipment Information

Highlight “Shipment Information” in the white navigation box, click **Edit Section**. Complete each field as required.

E-mail Response Address – Where the AES Response will be sent. More than one e-mail address can be added if separated by commas.

Required: at least one e-mail

Shipment Reference Number (SRN) – This is a unique 17 alphanumeric number used to identify each shipment. If you re-use a previous Shipment Reference Number, the system will generate a Fatal Error. To prevent this, you can establish a unique format to create Shipment Reference Numbers and maintain a log of those already used.

Required: unique number used to identify each shipment; cannot be re-used

Transportation Reference Number - This is the reservation number, or booking number, assigned by the ocean carrier to hold space on the vessel for the cargo.

Conditional: only required for vessel shipments

Filing Option – Select the filing option you wish to use for this EEI: Option 2 – Predeparture filing or Option 4 – Approved Postdeparture filing. This field will default to Option 2. Postdeparture filing is only available with approved USSPPI IDs and for EEI that meet the requirements for postdeparture filing.

Required: state the filing option of this EEI

Origin State - Indicate where the goods begin their journey to the port of export. If a shipment is coming from more than one warehouse located in different states, provide the state with the commodity of greatest value. If this is unknown, provide the state where the commodities are consolidated for export.

Foreign Trade Zone (FTZ) - Provide the alphanumeric code assigned by the Foreign Trade Zone Board from where goods are withdrawn for export. Foreign Trade Zones are specially licensed commercial and industrial areas or areas near ports of entry where foreign and domestic goods may be brought in without being subject to payment of Customs duties.

Port of Export –Seaport or airport where the goods are loaded on the exporting carrier that is taking the goods out of the United States, or the port where exports by overland transportation cross the U.S. border into a foreign country.

Country of Destination- Country where the goods will be consumed, further processed, stored or manufactured as known at the time of export.

Port of Unlading –First port where the goods will be removed from the exporting carrier.

Departure Date- Report the date of export out of the U.S.

Mode of Transport- Report the method by which the goods are exported from the U.S.

For shipments crossing through Canada or Mexico to another destination, report the mode of transportation when the goods are loaded on the carrier that is taking the goods out of the United States.

Carrier SCAC/IATA – Carrier Code that identifies the transportation company.

If the SCAC/IATA code for your carrier is not found, load the complete code tables with the link displayed on the page. Locate the code by using the Find (Control F) feature on your browser.

Required: state where the goods begin their journey to the port of export

Conditional: only required if goods are removed from the FTZ and not entered for consumption

Required: state where the goods are loaded on the exporting carrier

Required: country where the goods will be consumed

Conditional: only required for vessel and air shipments between the U.S. and Puerto Rico.

Required: date leaving the U.S.

Required: how the goods will be transported out of the U.S.

Conditional: only required for Air, Vessel, Rail, and Truck shipments

Conveyance Name – Provide the vessel name for ocean shipments and the carrier name for air, truck, and rail.

You may not report UNKNOWN.

Inbond Code –The code indicating whether the shipment is being transported under bond, and if so, the type of withdrawal.

Import Entry Number –If an Inbond type is specified, report import entry number.

Is this shipment a Routed Transaction?

A shipment is considered “Routed” when the foreign principal party in interest (FPPI) authorizes a U.S. Freight Forwarder or U.S. agent to facilitate the export of items, prepare and file the EEI on its behalf.

Are the USPPI and Ultimate Consignee related companies?

When USPPI and/or Ultimate Consignee owns directly or indirectly 10 percent or more of either party.

Is any commodity on this shipment hazardous?

Specify if there is any hazardous merchandise (as defined by the [Department of Transportation](#)).

Conditional: only required for Air, Vessel, Rail, and Truck shipments

Conditional: Inbond shipments are not required to be filed in AES per FTR 30.37(e)

Conditional: only required if Inbond Type is reported

Required: indicate yes if routed or no if standard

Required: indicate yes or no

Required: indicate yes or no

USPPI/Freight Forwarder Section

Highlight “USPPI” or” Freight Forwarder” in the white navigation box, click **Edit Section**. Complete each field as required.

Company Information - Indicate the company’s name and identification number.

Required for USSPI and Freight Forwarder

USPPI ID – Employer Identification Number (EIN) or Foreign Entity ID (ex: passport number). If using a foreign passport number, backfill with zeroes to reach 11 digits.

Required for USSPI

Freight Forwarder ID – EIN, or Dun and Bradstreet Number (DUNS)

Required for Freight Forwarder

Contact Information - Provide the first and last name of the USPPI contact person. Names must have at least two letters and can not have special characters such as accents or punctuation.

Required: names must have at least two letter; special characters are not allowed

Cargo Origin - Indicate address (no P.O. box number) of the USPPI from which the merchandise actually began its journey to the port of export.

Required: address where the merchandise actually begins its journey to the port of export

Goods loaded in a truck at a warehouse in Georgia for transport to Florida to then be loaded on a vessel for export to a foreign country must show the address of the warehouse in Georgia.

For shipments of multiple cargo origins, report the address from where the commodity with the greatest value begins its export journey. If such information is not known, report the address in state where the merchandise is consolidated.

Ultimate Consignee/Intermediate Consignee Section

Highlight “Ultimate Consignee” in the white navigation box, click **Edit Section**. Complete each field as required. The same fields appear in the “Intermediate Consignee” section.

Company Name - Provide the company’s name. If you select “Sold en Route”, all consignee information must be updated within 4 calendar days from the departure date.

Required: company name or sold en route indicator

Ultimate Consignee Type - Select Consignee Type based on the business function from consignee that applies most often.

Required: select consignee type from the drop-down menu

You can select from:

- Direct Consumer - a non-government institution, enterprise, or company that will consume or use the exported good as a consumable, for its own internal processes, as an input to the production
- Government Entity - a government-owned or government-controlled agency, institution, enterprise, or company.
- Reseller - a non-government reseller, retailer, wholesaler, distributor, distribution center or trading company
- Other/Unknown - an entity not previously indicated, as defined above, or whose ultimate consignee type is not known at the time of export

Contact Information- If you provide a first and last name, do not include any special characters. The phone number must be provided in the correct format (NNNNNNNNNN).

Optional

Company Address:

Address- Provide the Company’s address including street, city and country. **Required** for all shipments.

Fields in the address section may be **required** or **conditional** based on destination of shipment

State- Report appropriate state.

Conditional: only required for consignees in the U.S. and Mexico.

Postal Code – 5 digit zip code

Conditional: only required for shipments between the U.S. and Puerto Rico

Add a Commodity Line

Highlight “Add Commodity Line”, click **Edit Section** and complete each field as required.

Schedule B or HTS Number –Report commodity classification codes. Some HTS Numbers are not valid for Export (see “[Invalid HTS](#)”). Provide 10 digits without periods. If you do not have a Schedule B number, use the lookup function to locate it.

Commodity Description- Provide an appropriate description for the commodity.

Marks and Numbers- Fill for record-keeping purposes only

1st and 2nd Quantity- Report the total quantity of the commodity being exported for each commodity code classification. Report in the unit of measure as required by the system.

Unit for 1st and 2nd Quantity- The Unit of Measure is determined by the Schedule B or HTS number entered. When a valid Schedule B or Harmonized Tariff number is entered, the unit of measure required will automatically populate.

Value- Report the value of the goods at the U.S. port of export. The value shall be the selling price of the goods including inland or domestic freight, insurance, and other charges to the U.S. For details, see Foreign Trade Regulations 30.6 (a)(17).

Gross Weight- Must be reported in kilograms. Include the weight of the commodity and weight of normal packaging. For details, see Foreign Trade Regulations 30.6(a)(16).

Export Code- Select the code that identifies the type or condition of the export transaction being made.

Origin of Goods- Select “domestic” if commodity is grown, produced or manufactured in the U.S. (including those with foreign components assembled as a new good in the U.S.). Select “foreign” for goods grown, produced or manufactured in foreign countries, but have not been changed in form or condition in the U.S.

Conditional: Not required if Export Code HH (personal and household effects and tools of the trade) is selected.

Required: commercial description

Optional

Conditional: Not required if Export Code HH (personal and household effects and tools of the trade) is selected

Conditional: Not required for if Export Code HH. Do *not* change the unit(s) of measure.

Required: selling price in whole numbers, no symbols

Required: weight in whole numbers, no symbols

Required: type of export

Conditional: not required for if Export Code HH. If the origins vary for the same classification number, report foreign goods separately from domestic goods.

License Type- Select the appropriate license type for the commodity.

Export License Number- License number, permit number or authorization number assigned by the agency issuing the export license.

License Value- If required by the License Type, report the value designated on the export license that corresponds to the commodity being exported.

ECCN- This number is used to identify items on the Commerce Control List (CCL).

A complete listing of license codes and descriptions for the U.S. Department of Commerce, Office of Foreign Assets Control (OFAC), Nuclear Regulatory Commission, U.S. Department of State and other Partnership Agency licenses, can be found under **Appendix F** of the [AES Trade Interface Requirements](#) (AESTIR).

Is this commodity a Used Vehicle? - Any self-propelled vehicle that has been purchased and then re-sold (even if the vehicle is only days old) is considered a used vehicle.

Vehicle Information- Used self-propelled vehicle exports require vehicle information.

Adding more than one commodity

Separate commodity lines will distinguish commodities valued over \$2500 or requiring an export license per commodity classification code. After entering the first commodity, highlight “Add Commodity Line”; click **Edit Section**. This saves your first line item and opens up a new commodity screen.

Equipment Details

Highlight “Equipment Details”. Click **Edit Section**. Complete each field as required.

If you provide a Seal Number, you must also provide the corresponding Equipment Number.

Required: determines if other fields need to be reported

Conditional: only required for shipments with export licenses

Conditional: can be required based on License Type

Conditional: Only required for certain commodities

Required: indicate yes or no

Conditional: a separate commodity line is needed for each vehicle reported.

You can have up to 99 commodity lines shipment. After that threshold amount, you must file a new shipment for additional merchandise.

Optional

Submit Shipment to AES

For shipments that require the submission of EEI, you must have a valid Internal Transaction Number (ITN). Provide this confirmation on your loading documents.

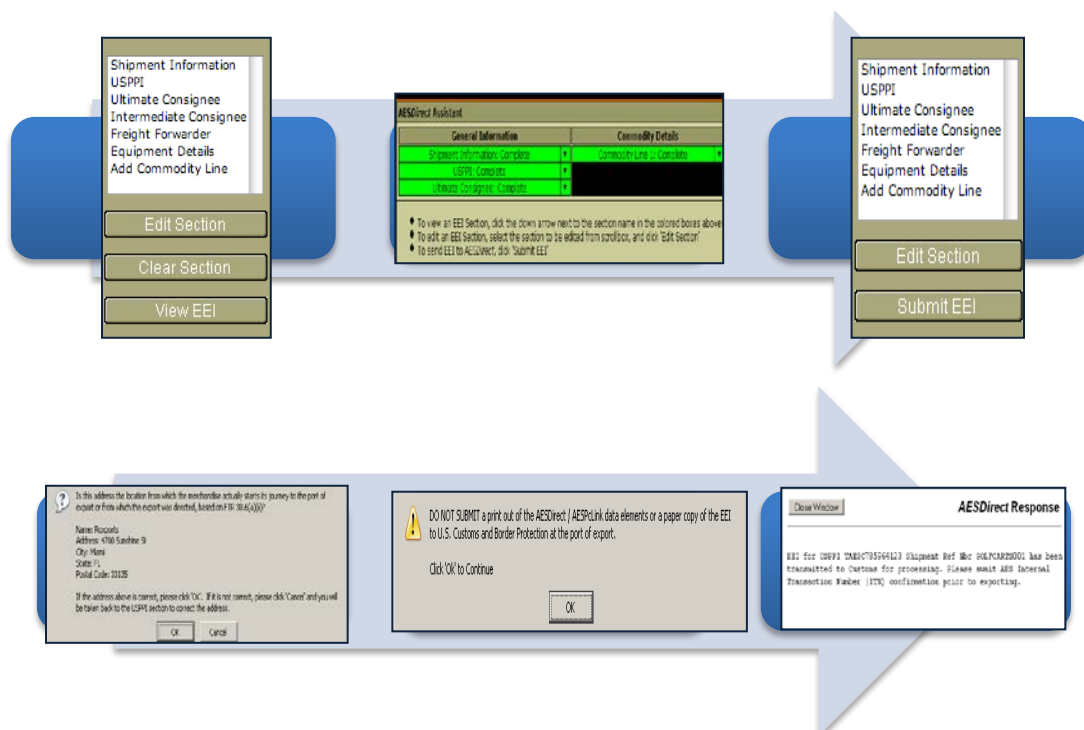
1. Once all required sections are complete, click **View EEI** on the left side of the screen.
2. In the “Shipment Viewer” Screen, verify that all section bars located at the top of the screen appear in **GREEN**. If **YELLOW**, you are missing some required information. If **RED**, you are missing an entire required section.
3. Click **Submit EEI** on the left side of the screen.
4. Verify the USPPI address. If correct, click **OK**.
5. Acknowledge that you will not submit a paper copy of the shipment to U.S. Customs and Border Protection, click **OK**. If any information does not pass the *AESDirect* edits, an error message will appear prior to sending your shipment to AES. Correct any errors and resubmit.
6. When a shipment is submitted, a pop-up message indicates that the shipment has been transmitted to CBP for processing.

Click View EEI

Click Submit EEI

Make sure all pop-up blockers are turned off.

If pop-blockers are enabled, the shipment will not be transmitted.



Shipment Manager

Access the Shipment Manager

Click on the **Shipment Manager** link from the Main Menu. The screen below will appear.

The screenshot shows the 'Shipment Manager Home' interface. It features a top navigation bar with three tabs: 'Search Shipments' (active), 'Retrieve a Shipment', and 'Main Menu'. Below the tabs, there is a search section with two dropdown menus: 'Search for shipments by' and 'Filter your search'. To the right of these is a 'Save Search' button and a 'Previous Downloads' dropdown. An 'Add to Filter' button is located below the 'Filter your search' dropdown.

Shipment Manager Home

Search for Shipments

You can search for shipments within the past five years with the AES ITN or the Shipment Reference Number. You can also display all shipments that were **filed or edited** during that day, the day before, or within the last 7 days. This is the same for searches by the **date of export**. You can search also search for a date range within the past five years. The date range can be up to 90 continuous days at a time.

The screenshot shows the 'Search Shipments' dropdown menu expanded. It lists several search criteria: 'Today's Activity', 'Date of Export', 'Date of Filing', 'Shipment Reference Number', and 'AES ITN'. To the right of these, there is a sub-menu for 'Date of Export' with options: 'Today's Exports', 'Yesterday's Exports', 'Last 7 Days', and 'Choose Export Date'. An 'Add to Filter' button is visible to the right of the sub-menu.

Search Function

Search by Date

To search by specific criteria such as **License Type**, **Username**, and **Carrier SCAC/IATA**, you must enter a timeframe to search by. Searches can be done by date of export for the shipment or by the date the shipment was filed.

The diagram illustrates the search date options. It shows two boxes: 'Date of export' (blue) and 'Date of filing' (orange), separated by an 'or' label. To the right, there is a calendar for February 2011. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates (1 through 28). The date 15 is highlighted in orange, corresponding to the 'Date of filing' box.

Once you click **Search**, the output generates a list of shipments that match the date range entered. You can preview details of the shipments before retrieving. If your search generates too many results, it may be easier to filter your search.

Filter your Search

Select the Search criteria. You can select more than one filter criteria by selecting another search criteria; click **Add to Filter**. You can unselect a field by using the checkboxes on the top of your search.

The screenshot shows a web interface for searching shipments. At the top, there are three tabs: "Search Shipments" (selected), "Retrieve a Shipment", and "Main Menu". Below the tabs, there is a "Filter By:" section with two checked items: "USPPI Name: jame" and "Country of Destination: SPAIN". To the right of these items is a "Clear All Filters" button. Below the filter section, there are two dropdown menus: "Search for shipments by" and "Filter your search". To the right of the "Filter your search" dropdown is a text input field containing "DHL" and an "Add to Filter" button. To the right of the "Add to Filter" button is a "Save Search" button. At the bottom right, there is a "Previous Downloads" dropdown menu and a help icon.

Search Function

To look for a shipment, select what you wish to search by from the "Search for Shipments by" drop down menu. You can filter your search by:

- USPPI ID
- USPPI Name
- Consignee Name
- Country of Destination
- Port of Export
- Carrier SCAC/IATA
- License Type
- Username

Tabs

Tabs make it easy for you to view shipments. You are able to organize and filter shipments by:

- All Shipments
- Accepted Shipments
- Compliance Alerts
- Verify Alerts
- Warning Messages
- Informational Messages
- Rejected/Update Rejected
- Cancelled Shipments
- Cancelled Submitted or Rejected
- Submitted Shipments (but not yet processed)
- Update Submitted
- Cancel Submitted

The screenshot shows a row of tabs for organizing search results. The tabs are: "All Shipments", "Accepted (43)", "Rejected (12)", and "Submitted (1)". Below these tabs, there is a row of buttons for further filtering: "All Accepted (43)", "Compliance Alerts (1)", "Verify Alerts (12)", and "Informational Messages (4)".

Tabs in Search Results

Show More/Show Less Shipment Details

By default, the Shipment Manager provides search results with:

- Shipment Reference Number
- Status of the Shipment
- AES ITN
- Date of Filing
- Date of Export

Show More Shipment Details »

« Show Less Shipment Details

If you want to see more details, click on the **Show More Shipment Details** link. If you want less, click on the **Show Less Shipment Details** link.

Results per Page

By default the Shipment Manager will generate search results showing 10 EEI records per page. If you want to see more, select the amount of records from the “records per page” dropdown menu.

10 records per page ▼

Sort Search Results

You can sort the output by any columns with a triangle next to it. The column that is sorted will display an orange triangle.

Status ▼

Magnifying Glass Preview

The search results display a summary for each shipment. You can display additional shipment details in your screen. Expand with the magnifying glass icon next to the Shipment Reference Number. You can close the additional details preview by clicking on the red “X” found next to the “Additional Details” title bar. The following additional details will be provided:

- Port of Export
- Port of Unlading
- USPPI Address
- Consignee Address
- Username that created shipment
- Username that updated shipment

Shipment Reference Number ▲	Status ▲	AES ITN	Date of Filing ▲	Date of Export ▲
I want to ... ▼ 072512A	Accepted/Verify	X20120725000042	07/25/2012	07/27/2012
Additional Details:				
Port of Export	MIAMI INTL AIRPORT, FL		Created By	dcoffee2
Port of Unlading			Updated By	dcoffee2
USPPI ID	871253971 (E)		Country of Destination	FRANCE
USPPI Name	SHOE WEARHOUSE		Consignee Name	DSW
USPPI Address	4600 SILVER HILL ROAD,SUITLAND,MD,20746		Consignee Address	741 WILSON WAY,PARIS,FR

Additional Details Preview

Shipment Status - View Detailed AES Response Messages

Click on the color box with the AES status of the shipment to display a detailed response message.

All Shipments

Accepted (27)

Rejected (9)

Submitted (1)

Print

Download

1

2

3

4

Next

Go to Page:

Go

« Show Less Shipment Details

10 records per page

	Shipment Reference Number	Status	AES ITN	Date of Filing	Date of Export	USPPI Name	USPPI ID	Consignee Name	Country of Destination
I want to ...	0112301	Accepted	X20110209000145	02/09/2011	02/09/2011	PETES PIGS	56935499800 (E)	BACON FACTORY	MEXICO
I want to ...	01168501	Accepted/Verify	X20110209000147	02/09/2011	02/09/2011	AMERICAN CORN COMPANY	56239966100 (E)	HANS FOOD COMPANY	PEOPLE'S REPUBLIC OF CHINA
	Submission Type	Response Date	Status	Severity	Code	Narrative			
	Add	02/09/2011 15:41:46	Accepted	Verify	972	SHIPMENT ADDED; MUST VERIFY			
					8L1	VALUE/QUANTITY 1 OUT OF RANGE - LOW			
					8W1	SHIPING WGT/QUANTITY 1 OUT OF RANGE			
					8H1	VALUE/QUANTITY 1 OUT OF RANGE - HIGH			

AES Responses

Click on each narrative to find out what caused the message and how to correct it (if necessary).

Submission Type	Response Date	Status	Severity	Code	Narrative
Add	01/31/2011 14:07:58	Rejected	Fatal	970	SHIPMENT REJECTED; RESOLVE & RETRANSMIT
				624	SCHED B/HTS NBR OUTDATED-CANNOT BE USED
624 - SCHED B/HTS NBR OUTDATED-CANNOT BE USED					
020811AIR	Re	What causes this message: The Schedule B/HTS Number declared is no longer valid in AES.			
020811RAIL	Re	How to resolve this message: The Schedule B/HTS Number declared on an EEI cannot be outdated. An active Schedule B/HTS Number must be reported when adding or replacing a commodity line item. AES compares the Departure Date to the Beginning and End date of each Schedule B/HTS Number. Retrieve shipment, correct the Schedule B/HTS Number, correct and resubmit. For help obtaining a Schedule B Number, go to: http://uscensus.prod.3ceonline.com			
020811ROAD	Re				

Detail in AES Responses

Manage Shipments – “I want to...”

After conducting a search, it's easy to manage shipments. A convenient drop down menu that says: "I want to..." will be available on the far left side of the search results. It will allow you to retrieve, delete, print or even save a selected shipment as a template.

	Shipment Reference Number	Status	AES ITN	Date of Filing	Date of Export
I want to ...	030211A	Accepted	X20110302000053	03/02/2011	03/03/2011
Retrieve	030311BISTEST	Accepted/Verify	X20110303000091	03/03/2011	03/03/2011
Delete	030311STATETEST	Accepted/Verify	X20110303000087	03/03/2011	03/03/2011
Print	65454/54	Accepted	X20110223000064	02/23/2011	03/03/2011
Save as a Template	ABC321	Update Rejected/Fatal		03/04/2011	03/05/2011
I want to ...					
I want to ...					

Print Search Results

“I want to...” Menu

To print a summary of the search results seen on screen, use the Print icon located on the right part of your screen, just above the search results.



This will format your search results into a printable document for your records.

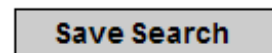
Search Criteria					[Print]
License Type: RA		Status: All			
Date of Filing: From: 02/01/2011 To: 03/03/2011		Total Pages: 6			
		Number of Shipments: 58			
		Current Page: 1			
		Records Per Page: 10			
Shipment Reference Number	Status	AES ITN	Date of Filing	Date of Export	
0112301	Accepted	X20110209000145	02/09/2011	02/09/2011	
01168501	Accepted/Verify	X20110209000147	02/09/2011	02/09/2011	
012345	Rejected/Fatal	X20010817000043	02/09/2011	02/11/2011	
0132210	Accepted	X20110209000146	02/09/2011	02/09/2011	
020811AIR	Rejected/Fatal		02/08/2011	02/08/2011	
020811RAIL	Rejected/Fatal		02/08/2011	02/08/2011	
020811ROAD	Rejected/Fatal		02/08/2011	02/08/2011	
020911A	Accepted	X20110209000121	02/09/2011	02/12/2011	
022311	Accepted	X20110223000003	02/23/2011	02/23/2011	
030211A	Accepted	X20110302000053	03/02/2011	03/03/2011	

Example of Print Page

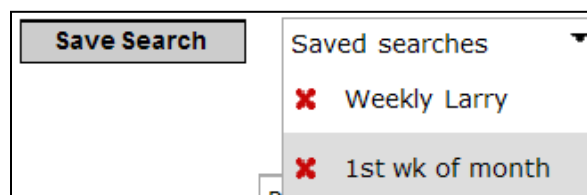
Save Frequently Used Searches

Save the type of search queries you conduct the most. If you search weekly for all shipments filed by a person in your company, you can save that “frequent search query”.

1. Search for the week and filter by username.
2. After the search results are generated, use the "Save Search" icon.
3. Name the search template to help you identify it.



You can save up to 5 favorite searches within your username. The next time you want to search for a shipment, simply select the search you want to use. To delete a “Saved Search”, click on the red “X” next to the Saved search name.



Export to a Spreadsheet File

You can export searches into a spreadsheet. This can help compliance efforts. All criteria displayed on screen will be exported to the spreadsheet.

- 1) Click the **Download** Icon on your screen. Enter a name for the current report. You will use this name to track past reports.

Exporting a Report to Spreadsheet

- 2) A pop-up will indicate the report is being processed. A second pop-up will indicate your report is ready for download.

- 3) A third pop up will ask you if you wish to open or save the report.
- 4) Open file in your preferred csv. format. See next an example of the file opened with Microsoft Excel 2007.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Shipment Report													
2	Created on 02/09/2011 08:32													
3	Search by: Date of Filing from 02/03/2011 to 2/10/2011													
4														
5	Shipment Status	AES ITN	Date of Filing	Date of Export	USPPI Name	USPPI IC	USPPI ID Type	Address1	Adc City	State	Postal Cdc	Consignee Name		
6	020811AIF Rejected		2/8/2011 8:16	2/8/2011	EMPRESAS CENSO	1E+11	E	SUITLAND RD	WASHINGTON	DC	20024	COMPANIA ESPANOLA DE P		
7	020811RAI Rejected		2/8/2011 8:17	2/8/2011	EMPRESAS CENSO	1E+11	E	SUITLAND RD	WASHINGTON	DC	20024	COMPANIA ESPANOLA DE P		
8	020811RO Rejected		2/8/2011 8:18	2/8/2011	EMPRESAS CENSO	1E+11	E	SUITLAND RD	WASHINGTON	DC	20024	COMPANIA ESPANOLA DE P		
9	AESMANI, Accepted, X20110204		2/4/2011 12:02	2/3/2011	BOB SHIPPING LINE	2E+10	E	4600 SILVER HILL ROAD	WASHINGTON	DC	20233	SPANISH CONQUEST DELIVE		
10	BALTO020 Accepted, X20110207		2/7/2011 13:23	2/28/2011	123 COMPANY	1E+10	E	ONE PROFITABLE PLACE	SUITLAND	MO	20746	XYZ COMPANY		

Example of Spreadsheet

Retrieve a Shipment

From the “Retrieve a Shipment” tab, you can retrieve previously filed shipments with the Shipment Reference Number or with the Internal Transaction Number (ITN). Click **OK**. You will be taken into the “Shipment Viewer”.

The screenshot shows the 'Retrieve a Shipment' tab selected. It contains two input fields: 'Shipment Reference Number:' and 'USPPI ID:'. To the right of these fields is a radio button labeled 'OR AES ITN:' followed by a text box containing the letter 'X'. Below the input fields are 'OK' and 'Cancel' buttons. A paragraph of text at the bottom explains that retrieving a shipment from this tab will not pull up the status, and that using the 'Search Shipments' tab is the correct way to view details before pulling it up.

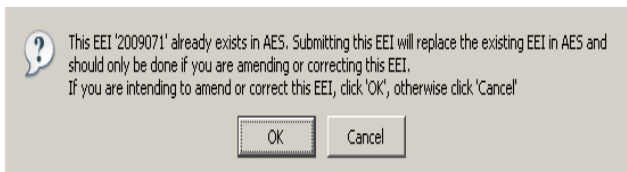
Retrieve a Shipment from the Shipment Manager

Amend/Correct a Shipment

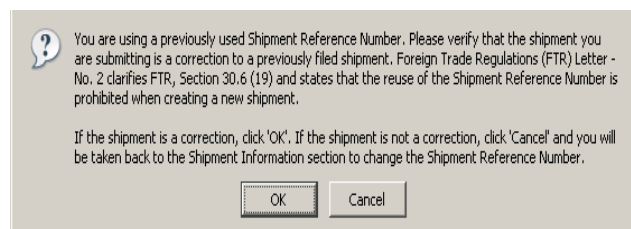
When information regarding an export transaction changes, you must update the shipment.

1. Retrieve shipment
2. Click **Amend/Correct This EEI**
 - Highlight the section that needs correction, click **Edit Section**
 - Make the corrections, click **View EEI**
 - Click **Submit EEI**

Make sure to re-submit the shipment under the **same** Shipment Reference Number as the original shipment. Your ITN will stay the **same**.



You will receive a warning if the shipment you are submitting already exists. If your intent is to replace the shipment select “OK”.



Another confirmation message will appear to ensure that you would like to correct information to the existing shipment.

Help

For help, click on the question mark icon. This gives you information on the purpose of each function.

Print a Shipment

1. Retrieve Existing Shipment (see “Retrieve a Shipment” instructions)
2. Click **Print EEL**.

Only print the shipment for your records. Do not to submit a paper copy to U.S. Customs and Border Protection, as it would be a violation to the Foreign Trade Regulations.

Shipment Information		USPPI	
Filler ID	112610676	Name	ROXPORTS
Shipment Reference Number	GOLFCARTS001	ID Number	785964123 (EIN)
ITN:	X20081009000004	Contact	ROSANNA TORRES
Current Date/Time:	Tue Oct 29 14:59:37 2008 EDT	Phone	3017632513
Departure Date	10/15/08	Cargo Origin	4700 SUNSHINE ST MIAMI, FL 33135
Origin State	FLORIDA (FL)	Ultimate Consignee	
Country of Dest.	JAPAN (JP)	Name	ZAOS GOLFER
Export Port	MIAMI INTL. AIRPORT, MIAMI, FL (5206)	Contact	JIM
Mode of Transportation	Air (40)	Phone	TURNER
Carrier SCAC/IATA	AMERICAN AIRLINES (AMERICAN EAGLE) (AA)	Address	CHERRY BLOSSOM ST OKINAWA, JP
Conveyance Name	AMERICAN AIRLINES	Freight Forwarder	
Routed Transaction?	No	Name	CENSUS AES DIRECT
Related Companies?	No	ID Number	112610676 (EIN)
Hazardous?	No	Contact	KEITH JONES
		Phone	301-7636939
		Address	4600 SILVER HILL ROAD ROOM 6X02BF WASHINGTON, DC 20233 US

Item	EIC	Schedule B/HTS/Description	Qty	Gross Wt.	Value	Origin	License	Vehicle
1	OS	8703105030 GOLF CARTS	10 NO	8000 KG	\$ 50100	D	C33	No

Delete a Shipment

1. From the Main Menu, under “Shipments” section, click **Delete Shipment from AES**
2. Enter USPPI ID Number and Shipment Reference Number
3. Click **Continue**. This will send a message to delete the shipment from AES. Do not delete twice; this action will generate a Fatal Error.



Process Flow of Deleting a Shipment

Template Manager

This feature saves frequent shipment information. The only fields not stored in a template are:

- Shipment Reference Number
- Transportation Reference Number
- Origin State
- Departure Date
- 1st and 2nd Quantity
- Value
- Gross Weight

Click **Manage Templates** from the Main Menu. All users have access to up to 100 templates within the company account.

Sort by:

- Name
- Description
- USPPI Name
- USPPI ID
- Consignee Name
- Date created
- Date updated

Search by:

- Name
- Description
- USPPI Name
- USPPI ID
- Consignee Name

AESDirect: Manage Templates

Show All

Show All

Search by Name

Search by Description

Search by USPPI Name

Search by USPPI ID

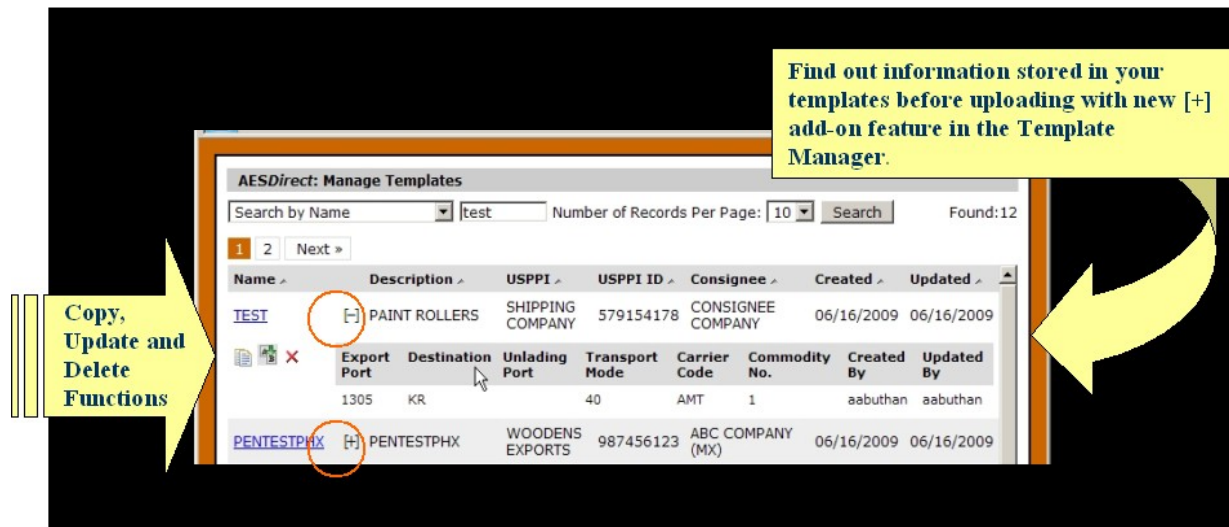
Search by Consignee Name

Number of Records Per Page: 10

Found:136

USPPI	USPPI ID	Consignee	Created	Updated
KOREA	[H] PAINT ROLLERS	TEST COMPANY	571154179	CONSIGNEE TEST COMPANY 06/16/2009 07/28/2009
KOREAPAIN	[H] PAINT ROLLERS	ABUTHAN INDUSTRIES	579154179	CONSIGNEE TEST COMPANY1 06/16/2009 06/22/2009
PAINT	[H] PAINT ROLLERS	SILVER SPRING COMPANY	579154172	SEOUL SYSTEMS COMPANY 06/16/2009 06/16/2009
PAINT2	[H] PAINT ROLLERS	TEST COMPANY	571154188	TEST CONSIGNEE COMPANY 06/16/2009 06/16/2009
PAINTROLL	[H] 032007	USPPI COMPANY	579154145	CONSIGNEE COMPANY 06/16/2009 06/16/2009
TEST	[H] PAINT ROLLERS	SHIPPING COMPANY	579154178	CONSIGNEE COMPANY 06/16/2009 06/16/2009
BOOK1	[H] FAKE SHIPMENT			MARQUES MAQUINAS E EQUIPAMENTO 06/16/2009 06/16/2009
BRINKSDIA	[H] DIAMONDS TEMPLATE	LEVIEV KLG	658963214	TBSS LTD 06/16/2009 06/16/2009
GOTERPS	[H] BASKETBALL STUFF	STRAWBERRY'S SHIRTS	133322222	MIKE JONES BASKETBALLS 06/16/2009 06/16/2009
				GERMAN

Manage Templates: Copy, Rename and Delete



Template Manager

The Template Manager shows a preview of each template. Click on the **[+]** beside the template name. This displays the “Copy”, “Rename” and “Delete” icons.



Copy template:

1. Click on the duplicate paper icon under the template name.
2. Enter a new template name and a new description. Click **Ok**.
The new template will automatically load.

Copy Template:

New Template Name:

New Description:

Rename template:

1. Click on the icon with “A document being updated into a B document” under the template name.
2. Enter a new template name and a new description. Click **Ok**.
The new name will automatically load.

Rename Template:

New Template Name:

New Description:

Delete template:

1. Click on the **[+]** sign under the Template Name.
2. Click on the **X**.
3. A message will be prompted before deleting the selected template. To delete, click, **Ok**.

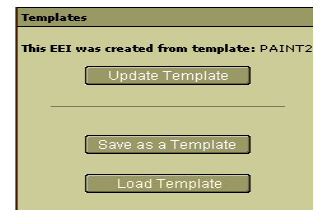
Are you sure you want to delete this template?

Create a New Template

1. Once a shipment is complete, click **View EEI** on the left side of the screen.
2. Click **Save as a Template**.
3. Enter a name and description for the template. Use only alphanumeric characters; no spaces are allowed in the template name.
4. Click **Save**. A skeleton of the shipment will be saved.

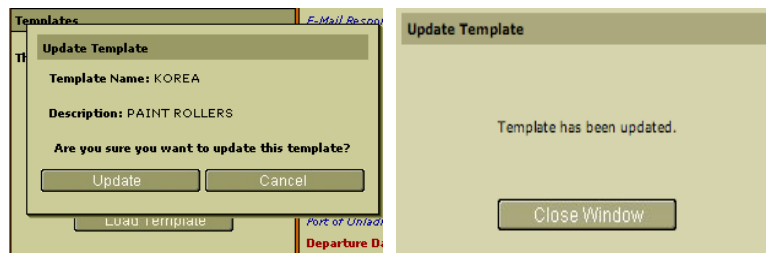
Load an Existing Template

1. In the “Shipment Viewer” screen, click **Load Template** and locate the desired template.
2. Click the template name to load. The “Shipment Viewer” screen will indicate the name of the template loaded.
3. Complete the empty fields.



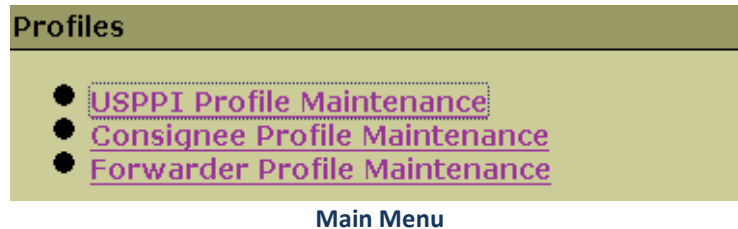
Update a Template in the Shipment Viewer

1. Load an existing template as instructed above. Make changes.
2. Click **View EEI**. Once in the “Shipment Viewer” screen, click **Update Template**.
3. A message will be prompted to confirm the Template update. Click **Update**.



Profiles

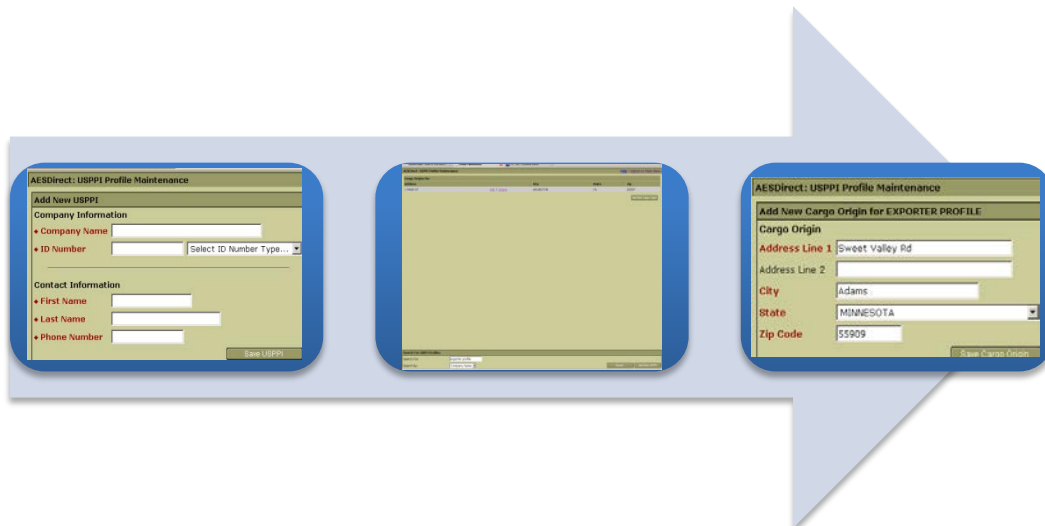
Profiles save company information for frequent USPPIs, Freight Forwarders and/or Ultimate Consignees.



Create USPPI Profile

1. Under “Profiles” in the Main Menu, click **USPPI Profile Maintenance**.
2. Click “Add New USPPI” in the lower right corner.
3. Enter the required information. Click **Save USPPI**.
4. To add the USPPI address, click View Cargo Origins.
5. Click **Add New Cargo Origin**.
6. Enter the Cargo Origin. Click **Save Cargo Origin**.

Once the Cargo Origin has been saved, you will be brought back to Step 5. Add more cargo origins if needed for the specified USPPI.



Process Flow of Creating a USPPI Profile

Create Freight Forwarder or Consignee Profile

1. On the Main Menu, under “Profiles”, click **Forwarder Profile Maintenance** or **Consignee Profile Maintenance**.
2. Click **Add New Consignee** or **Add New Forwarder** in the lower right corner.
3. Enter the required information; click **Save Consignee** or **Save Forwarder**.

Editing/Searching All Profiles

1. On the Main Menu, under “Profiles”, click **USPPI Profile Maintenance**, **Forwarder Profile Maintenance** or **Consignee Profile Maintenance**.
2. On the lower left corner of the screen, enter the name of profile you wish to edit and click **Search**.
3. From the results, locate the profile and click **Edit**.
4. Make appropriate changes and click **Save**.

Deleting Profiles

1. On the Main Menu, under “Profiles”, click **USPPI Profile Maintenance**, **Forwarder Profile Maintenance** or **Consignee Profile Maintenance**.
2. On the lower left corner of the screen, enter the name of profile you wish to delete and click **Search**.
3. Locate the profile you want to delete. Click on the **Delete** link next to the profile. A message will prompt you to confirm the deletion of the profile. Click **Ok**.

Loading Profiles

1. From the appropriate section, click **Select from Profiles**. Enter at least three characters to search by. Click **Search**.
2. Click **Select** next to the Company profile desired. Choose the appropriate address for your USPPI, click **Select**
3. Review the profile; click **Add to Form**.

Search For USPPI Profiles

Search For:

Search By:

USPPIs Matching: "EXPORTER PROFILE"

	Name	IRS # (Type)	Contact
[Select]	EXPORTER PROFILE	885599460 (EIN)	JANE DOE

Search For USPPI Profiles

Search For:

Search By:

Select Cargo Origin for: EXPORTER PROFILE

	Address	City	State	Zip
[Select]	1 MAIN ST	ARLINGTON	VA	22207
[Use An Address That Is Not Listed Here]				

Search For USPPI Profiles

Search For:

Search By:

USPPI and Cargo Origin Details

Name	EXPORTER PROFILE
ID Number	885599460 (EIN)
Contact	JANE DOE
Contact Phone	3015551212
Address	1 MAIN ST
City	ARLINGTON
State	VA
Zip	22207

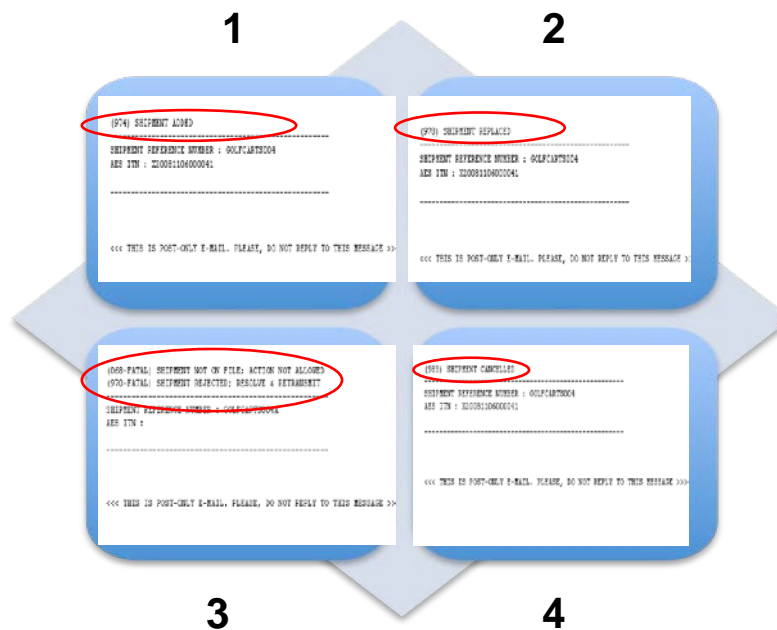
Process Flow to Load Profiles

AES Responses

Once shipments are processed by the Automated Export System (AES), a response message will indicate the status of the shipment. You can access responses in your **response e-mail** or through the **Shipment Manager**.

Response E-mail

E-mails are sent to the address listed in the Shipment Information section. Messages indicate if the shipment has been Accepted (1), Replaced (2), Rejected (3), or Deleted (4). Don't solely depend on the e-mail responses to retrieve the ITN. Always verify the Shipment Manager for all response messages.



AES Response Window

AES Proof of Filing Citations

The **ITN** (Internal Transaction Number) is a confirmation number that proves a shipment has been accepted by AES. This number is unique for every shipment and must be provided to the U.S. Customs and Border Protection (CBP) at the port of export.

Exporters **must** cite the ITN on the first page of the bill of lading, air waybill, and/or other commercial loading documents.

Predeparture Citations

- AES ITN
 - Example: AES X20130702111111

Postdeparture Citations

- If an Authorized Agent files on behalf of an approved post-departure participant
 - AESPOST USPPI ID FILER ID Date of Export
 - Example: AESPOST 12345678900 987654321 11/01/2013
- If USPPI files shipments directly to AES
 - AESPOST USPPI ID – Date of Export
 - Example: AESPOST 23456789000 11/01/2013

Additional Resources

Under the “Related Sites” section on the Homepage, you can find useful links to Government Sites and Partner Agency Websites.

Government Websites

Census Bureau – International Trade Management Division (ITMD)

<http://www.census.gov/trade>

Provides information on Foreign Trade Statistics, Regulations, reference materials, and extensive details on AES.

Customs and Border Protection (CBP)

<http://www.cbp.gov/xp/cgov/trade/automated/aes>

Provides access to the Customs Export section, including information on:

- AES
- Blocked, denied and debarred persons lists
- Export documents, licenses and requirements

Department of Commerce – Bureau of Industry and Security (BIS)

<http://www.bis.doc.gov>

Provides information on export control basics, export administration policies and regulations, compliance and enforcement, seminars and training, and links to Export Administration Regulations (EAR), including the Commerce Control List.

Department of the Treasury – Office of Foreign Assets Control (OFAC)

<http://www.ustreas.gov/offices/enforcement/ofac>

Provides information regarding specially designated nationals (SDN), blocked persons lists, sanction programs and country summaries.

Department of State – Directorate of Defense Trade Controls (DDTC)

<http://pmddtc.state.gov/>

Provides information for registering with the DDTC and applying for a license to ship items on the U. S. Munitions List (USML). Includes a link to the International Traffic in Arms Regulations (ITAR).

Export.gov – U.S. Commercial Service, International Trade Administration (ITA)

<http://trade.gov/cs/>

<http://export.gov>

Provides access to all export-related assistance and market information offered by the federal government.

Technical Support



Call Tech Support for issues with:

- Username and Password
- AES*Direct* connection
- AES*PcLink* connection

Toll Free: 877-715-4433

Alternative: 301-562-7790

E-mail: boc-support@trade2000.com

Live Support:

M - F: 7 AM - 7 PM, ET

Sat: 9 AM - 3 PM, ET

Call Back Support:

Sat: 7 AM to 9 AM & 3 PM - 7 PM, ET

Sun: 7 AM - 7 PM, ET

Emergency Support:

Monday through Sunday, 7:00 PM to 7:00 AM, ET

U.S. Census Bureau

Automated Export System (AES)

Toll Free: 800-549-0595- Option 1

Hours: M – F: 7:30 AM - 5:30 PM, EST

E-mail: AskAES@census.gov

- AES Filing Problems
- AES Fatal Errors
- AES Monthly Reports
- AES*PcLink* Workshops
- Filing Post-Departure

Commodity Classifications

Toll Free: 800-549-0595- Option 2

Hours: M – F: 8 AM - 5:30 PM, EST

E-mail: eid.scheduleb@census.gov

- Schedule B Classification Assistance
- Commodity related reporting issues
- Parameter Change Requests

Regulations on Filing Export Data

Toll Free: 800-549-0595- Option 3

Hours: M – F: 7:30 AM - 6:30 PM, EST

E-mail: ftdregs@census.gov

- Clarifying Regulations
- Responsibilities of the Parties in Export Transactions
- Regulation Seminars

Trade Data

Toll Free: 800-549-0595- Option 4

Hours: M – F: 8 AM - 5:30 PM, EST

E-mail: ftd.data.dissemination@census.gov

- Questions about U.S. International Trade Statistics
- Help with USA Trade Online
- Trade Data Products and Subscriptions

Licensing Issues

United States Munitions List (USML) & Commerce Control List (CCL)

U.S. Department of State Licenses

Directorate of Defense Trade Controls:

202-663-2700

Bureau of Industry and Security

Washington, DC: **202-482-4811**

Western Regional Office: **949-660-0144**

Assistance in Exporting Worldwide -U.S. Commercial Service: **1-800-USA-TRADE**

Public reporting burden for this collection of information is estimated to average approximately 3 minutes (.05 hour) per transaction for the Automated Export System, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Paperwork Project 0607-0152, U.S. Census Bureau, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0152" as the subject. No agency may conduct and no person may be required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) approval number. The OMB approval number for this information collection is 0607-0152.